

Helpful hints in filling out the federal forms (to be used as a supplement to the published instructions that accompany the forms)

Original signatures in **BLUE** ink of an authorized representative are preferred on the SF424, SF424B, CD511, and SF-LLL form

SF424 (by block #):

1. Type of Submission: All General Coral Conservation Projects are **Non-Construction**
2. Date Submitted: Must be before June 6, 2003
3. Date Received by State & State Application Identifier: (leave blank)
4. Date Received by Federal Agency & Federal Identifier: (leave blank)
5. Legal Name: Legal name of applicant (organization or Agency), Address, Name and Phone (include fax and email if available) of the primary contact person
6. Employer Identification Number (Leave blank if you are a Non-US organization)
7. Type of Applicant - choose one- or if it's a non-profit organization, write it in "N. Other"
8. Type of Application - New
9. Federal Agency: National Oceanic and Atmospheric Administration
10. Catalog of Federal Domestic Assistance Number: **Habitat Conservation 11– 463**
11. Title: SHORT Descriptive Title - include location in title if possible
12. Areas Affected by Project: city, region, and country
13. Proposed Project: Project period should be 18 months even if you finish earlier (i.e. 10/01/03 – 3/31/05)
 - a. Start Date: **Must be the first day of the month and not earlier than October 1st, 2003** (include month first, day second and year last, ex. November 1st, 2002= 11/01/02)
 - b. End Date: **Must be last day of the month, 30th or 31st** (include month first, day second, year last)
14. Congressional District: see <http://www.congress.org> (Non-US based organizations write "Non-US based Organization") US based organizations:
 - a. Applicant's District (based on zip code)
 - b. Project's District (based on zip code)

15. Estimated Funding: All matching dollars must be cash or in-kind non-federal funds available during the project period stated on the application.

- a. Federal: Total dollar amount you are requesting from IPO for the project
- b. Applicant match (**SHOULD EQUAL FEDERAL REQUEST, OVERMATCH IS NOT RECOGNIZED AND COULD RESULT IN REDUCTION OF FEDERAL AWARD IF PROJECT COST TURNS OUT TO BE LESS THAN ESTIMATED**)
- c. State match
- d. Local match - local government
- e. Other- List other organizations besides the applicant that are providing a match
- f. Program income - not usually applicable
- g. Total: Total of the federal and non-federal match

16. Is application subject to review by state executive order 12372: Please check with your state government or planning office or see the website <http://www.whitehouse.gov/omb/grants/spoc.html> to determine if your state requires submission of the application for state review. Non-US applicants will check “No”

17. Is the applicant delinquent on any federal debt? Indicate Yes or No

18. Name, title, telephone, and **original signature** of authorized representative of the applicant, **date signed**.

SF424A - Budget Information - Non-Construction Programs

Section A - Budget Summary

- 1. a. Grant Program: Habitat Conservation
 - b. Catalog of Federal Domestic Assistance Number: **11-463**
 - c.& d. Estimated Unobligated Funds: leave blank
 - e. Federal: Total Federal dollars requested from the IPO for this project
 - f. Non-Federal: Total dollars and in-kind match to be used during project period
 - g. Total

2-4. Typically left blank

5. e.- g. Add totals

Section B - Budget Categories

Line 6. Object Class Categories (a-k): Federal dollar expenditures and non-federal match dollars and in-kind should be separated out by object class. List the **Federal** dollars by object class in column (1) and the **non-federal matching** contributions by object class in column (2). Add the totals on the right (column 5) **and** across the bottom (row k).

Include the following additional information in the **budget narrative**:

- a. **Personnel:** include salary, wage, and hours or % of time committed to project of each person by job title
- b. **Fringe Benefits:** should be identified for each individual. Must be described in detail if the rate is over 35 % of the associated salary. If you charge for fringe benefits, they must be charged to both Federal and Non-Federal sources at the same proportion as salaries.
- c. **Travel:** provide a breakdown of travel costs totaling \$5,000 or 5 % of award, **WHICHEVER IS GREATER**. Include destination, duration, type of transportation, estimated cost, number of travelers, lodging, mileage rate and estimated number of miles, and per diem.
- d. **Equipment:** Equipment is any single piece of non-expendable, tangible personal property that costs more than \$5,000 and that has a useful life of more than one year (i.e. truck, copy machine).
- e. **Supplies:** can be any supplies needed for the project or administration work. A detailed explanation is required for any supply costing more than \$5,000 or 5% of the award. Equipment that is less than \$5,000/each is considered by the federal government as a supply
- f. **Contractual:** list each contract or subgrant as a separate item, give cost breakdown and describe products/services to be obtained by the contractor.
- g. **Construction:** only charge construction costs for construction of buildings (i.e. green house, educational center). All other project related construction costs should be contractual labor.
- h. **Other:** list items that do not fit into the above categories, cost, and justification for each expense
- i. **Total direct charges**
- j. **Indirect charges:** To use line (j) to claim indirect charges an **indirect cost agreement with the federal government must already be established**. Applicants will be bound to the amount of cost share stated in the Federal Register Notice (usually under 25 %). A copy of the indirect cost agreement must accompany your application. If no agreement has been arranged, indirect costs can be incorporated into other line items (i.e. fringe benefits, other) as long as they are justified in the budget narrative.
- k. **Totals** of direct and indirect charges

Line 7. Program Income: Will the award generate income for the program?

Section C - Non-Federal Resources

Line 8. a. Grant Program: Habitat Conservation 11- 463

- b. Applicant non-federal match
- c. State non-federal match
- d. Other sources of non-federal match

e. Totals

Lines 9-11. Typically left blank

12. Add Totals: Total non-federal match must match non-federal match on the SF424 and the SF424a page 1.

Section D - Forecasted Cash Needs

Line 13. Federal Forecasted Cash Need: Under “total for 1st year”, write your total award. Then, estimate when you would need to access your Federal project funds by quarter depending on the project need. If your project is 18 months in length, you must **still divide the award amount into 4 quarterly amounts.**

Line 14. Non-Federal Forecasted Cash Need (same as above for non-federal expenditures)

Line 15. Total Federal and Non-Federal cash need

Section E - Budget Estimates of Federal Funds Needed For Balance of the Project

Lines 16.- 22. Not applicable for projects of up to 18 months.

SF424B - Assurances - Non-Construction Programs

- **Read, sign, and date** by authorized official

CD 511 (Certifications Regarding Debarment, Suspension and Other Responsibility)

- Write in the **Place of Performance** (Marine park/coral reef and closest city, region, state, zip code) **on page 2** of the form.
- **Read, sign, and date** by authorized official

CD-512 (Certifications Regarding Debarment, Suspension, Ineligibility and Voluntary)

- Read, sign, and date by authorized official
- **DO NOT SEND TO NOAA!!!** This form is to be retained in applicant’s files.

SF LLL (Disclosure of Lobbying Activities)

- Fill out and sign **IF** applicant conducts lobbying activities in the US Congress

Please send original forms with original signatures preferably IN BLUE INK with three copies of the entire application packet

Budget Narrative:

All applications must have a detailed budget narrative explaining and justifying the federal **AND** the non-federal expenditures by object class. The budget narrative must accurately describe the budget breakdown of Section B (Budget Category) of the 424A form. For clarification and simplicity, it is best to discuss each expense by object class in the order they appear on the SF424A. Indicate whether or not expenditures are federal or non-federal in nature. Include the dollar amounts in the discussion and how the dollar amounts were derived. A spreadsheet with

federal and matching expenditures can also be included but is not required. Matching funds for the project must be available and used during the stated project period and cannot be used to match other awards.

Example Budget Narrative:

Personnel (Federal Share), \$5,250

- John Doe, engineer, will provide 120 hours of work at \$25/hr for designing and planning the fish way passage on Thompson Brook. Total: \$3,000
- Alice Doe, biologist, will provide 1 • months at \$1,500/month of technical support, field work, and project coordination. Total: \$2,250

Personnel (Non-Federal Share), \$6,600

- Administrative support that includes accounting, filing, developing outreach materials and coordinating volunteers will be the carried out by Mary Smith, Save the Ocean's current administrative assistant. Mary will dedicate 300 hours at \$15.00/hr to this effort. Total non-federal in-kind match: \$4,500
- Fifty volunteers will be recruited to plant riparian vegetation at two sites along Thompson Brook. It is estimated that the volunteer work will take 4 hours per person for a total of 200 volunteer hours at \$10.50 / hr. Total non-federal in-kind match: \$2,100

Fringe Benefits (Federal Share), \$787.50

- Save the Ocean's fringe benefit rate is 15% of salary. \$450 are for benefits for John Doe and \$337.50 for Alice Doe. Fringe benefits go toward FICA, medical and dental insurance, retirement and disability. Total: \$787.50
- **Fringe Benefits (Non-Federal Share), \$675**
Fringe benefits for Mary Smith, 15%, to cover health insurance, FICA, retirement and disability. Total: \$675

Travel (Federal), \$2,385

- Travel funding will be required for volunteers and biologist to travel to and from the Thompson Brook site and transport vegetation and gravel to site. Fifty volunteers will be transported in five rental vans (\$55/day) for three days totaling \$825. Mileage expense will be charged at \$0.33/mile for an estimated round trip of 200 miles / van. (Mileage total: \$330). **Total rental and mileage: \$1155.**
- Alice Doe, biologist, will be presenting papers on the project progress, techniques and completion at a major fisheries restoration conference (to be determined). Estimated airfare (\$800), lodging (2 nights, \$100/night, total lodging \$200), food (\$40/day, total \$80), and car rental and gas (\$150). **Total conference travel: \$1,230**

Travel (Non- Federal) – none

Equipment (Federal) - none

Equipment (Non-Federal), \$15,000

The Town of Little Rock will purchase an Alaskan Steep Pass ladder (value \$15,000) for the completion of the Thompson Brook fish way passage project. Total equipment: \$15,000

Supplies (Federal), \$7,840

- Four-hundred birch, fir and willow trees (\$2,000) and 1,000 native riparian plants (\$3,340) will be purchased to re-vegetate 15 stream miles of riparian habitat along Thompson Brook. **Total: \$5,340.**
- Two hundred pounds of gravel (\$1,000) will be purchased and distributed by volunteers to restore and enhance salmon spawning habitat in Thompson Brook upstream from the fish way project. **Total: \$1,000**
- A laptop computer will be purchased to record fisheries counts and fish passage data in the field prior to and after completion of the fish passage project. Vegetation plot data and surveys will be recorded and analyzed using the laptop computer. **Total: \$1,500**

Supplies (Non-Federal), \$3,737.50

- Save the Ocean will purchase \$2,000 in software for the lap-top computer to collect and analyze fisheries and wetland survey data. **Total: \$1,737.50**
- Save the Ocean will purchase gloves, soil, fertilizer, buckets, rakes, spades, and other supplies necessary for volunteers to plant the trees and riparian plants along Thompson Brook. **Total: \$2,000**

Contractual (Federal), \$10,000

One local contractor, J.P. Smith and Associates Environmental Consultants, will be hired to install the Alaskan fish way ladder during June - September 2002. It will require two trained engineers at \$62.50/hr for 80 hours of installation work. **Total: \$10,000**

Contractual (Non-Federal) – none**Other (Federal) - none****Other (Non-Federal), \$250**

Save the Ocean will cover the cost of cell phones, office phones, and local and long-distance charges for arranging and coordinating volunteer involvement. **Total: \$250**

Total Direct Charges:

Federal: \$26,262.50 + Non-Federal: \$26,262.50 = \$52,525.000

Total Indirect Charges:

Federal: \$0.00 + Non-Federal: \$0.00 = \$0

Total Charges:

Federal: \$26,262.50 + Non-Federal: \$26,262.50 = \$52,525.000